

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
August 10, 2015

MEETING OPENED: 4:35 pm

PRESENT: Louise A. Gearty, Chairman; John Deputat, Vice Chairman;
Marc DiFruscia, Treasurer; Melissa Maniscalco, Executive Director

ALSO PRESENT: David Robertson, Representative Miceli's office

ABSENT: Linda Brabant; Robert Demers, State Appointee

- a) The director received a transfer for good cause request from the tenant at 8 Delaney Dr. The director determined the request would not be honored based upon the documentation provided by the tenant. This determination was made due to the fact that a doctor's verification letter stated that the tenant needed to live in a clean, dry, mold free apartment. The current residence of the tenant is a clean, dry, mold free apartment. The tenant reached out to Representative Jim Miceli's office and in turn David Robertson reached out to the authority to see if there were any options available to the tenant in regards to moving her to another unit. The director stated that she would bring this request and her decision to the board because they have the authority to overrule her decision.

1. Motion by Marc DiFruscia, seconded by John Deputat to approve to honor the decision of the director and not approve the transfer request based on the information provided to the authority by the tenant. **Upon roll-call the motion passed by a vote of 3-0.**

David Robertson left the meeting.

2. Motion by John Deputat, seconded by Marc DiFruscia, to approve the minutes of June 8, 2015 as presented. **Upon roll-call the motion passed by a vote of 3-0.**
 3. Motion by Marc DiFruscia, seconded by John Deputat, **unanimously voted to authorize and approve bills for July & August 2015.**
- b) DHCD released notices 2015-5-July & August, 2015-16, 2015-17, 2015-18, 2015-19 & 2015-20. 2015-5-July & August are about the preventative maintenance monthly reminders. The reminders were passed out by the director to all maintenance personnel. 2015-16 is a notice in response to questions regarding the RCAT request for responses from PHN 2015-15, 2015-17 is a notice with the updated Executive Director Salary and Qualifications schedule.

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
August 10, 2015

This schedule has not been updated since 2007. 2015-18 is a notice requiring all housing authorities to be registered as a vendor in the state's Commbuys system. Any authority that is not registered will not receive capital funds or operating subsidy. The THA is currently registered as a vendor in the website. 2015-19 is a notice extending the RCAT request for responses originally due by July 31st out to August 31st. 2015-20 is FY2016 Budget Guidelines. In 2016 the ANUEL will be level funded. Increases to Admin salaries may not exceed 3%. An exception may be granted for the executive director salary due to PHN 2015-17.

- c) The Executive Director reviewed with the board the Budget Comparatives received by the authority's fee accountant, Richard Conlon, for the period 1/1/15 to 7/31/15. The director explained that the line item for materials under the federal MA139 budget is over spent. This is due to the amount of ice melt needed this past winter. She is keeping a very close eye on it and maintenance is aware that any purchases for the remainder of the year must be approved by the director. The remaining budget is on track for spending.
- d) The Director presented the MassNAHRO Newsletter for July/August. The newsletter had some information regarding board member training. The office of the Inspector General has reached out to DHCD and is offering half day training sessions on a regional basis. The IG office, DHCD and MassNAHRO will be working on rolling the training out nationwide. They are looking into online training as well.
- e) The director informed the board of unit vacancies. Units 55CD, 27CD & 39CD are currently vacant. Tenants are lined up for all units and they are expected to be leased up by the end of August.
- f) Due to a conflict with the director, September's board meeting will be held on Monday September 21, 2015 at 4PM.
- g) A Federal audit was conducted on May 20, 2015. There were no findings.
- h) The director informed the board that one of the maintenance men, Kevin Kelleher, is out on Workers Comp. On Thursday July 23, 2015 Kevin and Scott were about to lift a dresser in one of the unit's at Carnation Dr. When Kevin went to squeeze onto the dresser to get ready to lift it, he stated that he felt pain in his back. Later the same night he went to the ER and found that he had pulled a muscle in his back. The ER doctor issued a note saying that Kevin not return to work until Monday 7/27, but if he were still not better then to contact his regular physician. On Monday the 27th Kevin went to his regular physician brought a doctor's note to

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
August 10, 2015

the office stating that he not return to work until August 5th at which time he had a previously scheduled appointment with the doctor. Kevin has a cruise vacation and was already scheduled to be out of work beginning August 7th and returning on August 17th. Upon his follow up visit with his doctor on August 5th, the doctor extended his recommendation that Kevin nor return to work until after he returns from vacation on August 17th.

- i) The director informed the board that the 705 low flow toilet and showerhead replacement project is now complete. The director is waiting on a small change order from the contractor, Byors & Sons Mechanical of Marblehead, MA. The change order was needed because it was found that some of the toilets that were originally speced with a 12" rough were in fact a 10" rough.
- j) The 667-1 & 667-2 window replacement project went out to bid on July 24, 2015. The low bid came in at \$93,680.00 from Aulson Company, LLC of Methuen, MA. After conducting reference checks it was determined that they would be best for the project.

4. A motion was made by John Deputat, seconded by Marc DiFruscia to approve the low bid of \$93,680.00 from the Aulson Company LLC.
Upon roll-call the motion passed by a vote of 3-0.

- k) Last year the housing authority and Elder Services entered into a one year management agreement for management of the Villa at Meadowview. Elder Services would like to renew the agreement for one more year.

5. A motion was made by Marc DiFruscia, seconded by John Deputat to approve to renew the management agreement with Elder Services for 1 year for the Villa at Meadowview. **Upon Roll-call the motion passed by a vote of 3-0.**

- l) The director would like to write off the vacated tenant balances for the 667, 705 & MA139 programs. The 705 tenant balances are \$203.00 for the vacated tenant at 9PV & \$1,041.50 for the vacated tenant at 14 PV for a total of \$1,244.50. The MA139 balances are vacated tenants at 3DD for \$397.00, 50DD for \$367.50, 15DD for \$509.00, 15DD for \$225.00 and a credit of \$25.00 for a non active tenant for a total of \$1,473.50. The 667 tenant balances are vacated tenants at 79CD for \$2,110.00, 43SC for \$582.00, 2SC for \$268.00, 57SC for \$293.00, 29SC for \$48.00, 1CD for \$60.00, 23CD for \$1,522.00 and 5CD for \$249.00 for a total of \$5,132.00. The total write off for all developments come to \$7,850.00.

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
August 10, 2015

6. A motion was made by Marc DiFruscia, seconded by John Deputat to approve to write off the tenant balances as presented. **Upon Roll-call the motion passed by vote of 3-0.**
- m) The authority's Local Housing Partnership representative is Melissa Maniscalco. Her term expired on June 30, 2015. She would like to renew her term for another 2 years.
7. A motion was made by John Deputat, seconded by Marc DiFruscia to serve as the housing authority's LHP representative. **Upon Roll-call the motion passed by a vote of 3-0.**
- n) The director would like to adopt a whistle blower policy for the authority. The policy states that if any employee believes that some policy, practice, or activity of the authority is in violation of law, a written complaint must be filed by that employee with the authority's director.
8. A motion was made by Marc DiFruscia, seconded by John Deputat to approve a whistle blower policy for the authority. **Upon Roll-call the motion passed by a vote of 3-0.**
- o) The director would like to adopt a code of conduct policy for the authority. This policy will be in addition to the authority's annual conflict of interest law training for municipal employees as required by the state.
9. A motion was made by John Deputat, seconded by Marc DiFruscia to adopt a code of conduct policy for the authority. **Upon Roll-call the motion passed by a vote of 3-0.**
- p) The director would like to adopt a Veterans Benefit Allowance Policy for the authority. The policy would allow the authority to exclude 50% of the annual veterans benefit amount received by a person who is a current resident of or who is applying for one of the housing authority's state or federal housing programs. The veteran must be an unemployable disabled veteran whose disability occurred in connection with military service and has been declared 100% disabled as a result of the disability. In addition, no deductions shall be applied to the remaining balance of the benefit to be included as annual income.
10. A motion was made by John Deputat, seconded by Marc DiFruscia to adopt the Veterans Benefit Allowance Policy. **Upon Roll-call the motion passed by a vote of 3-0.**

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
August 10, 2015

11. A motion was made by John Deputat, seconded by Marc DiFruscia to adjourn the meeting. **Upon Roll-call the motion passed by a vote of 3-0.**

Meeting adjourned 5:45 P.M.

Minutes Approved on 10/19/15